

GUIDELINES ON DISINFECTION OF COMMON AREAS OF BUILDINGS

(The disinfection procedures should be carried out in accordance with the following orders and methods)

(1) Public area requiring special attention include:

- Entrance lobbies
- Door knobs, handles, intercom systems, security locks and buttons
- Corridors and staircases
- Escalators, handrails / handles and call buttons
- Security guard booths / enquiry counters
- Refuse collection chambers / areas (if any)
- Public toilets (if any)

(2) Disinfection procedures:

- Cleanse the floors and remove all accumulation of refuse before carrying out disinfection.
- Spray the juncture between the wall surface and floor with 1 in 49 diluted household bleach (i.e. mixing 1 part of 5.25% bleach with 49 parts of water). Avoid spraying on switch boxes / electric boxes, electric sockets and other electric appliances.
- Wipe all door knobs / handles, handrails / handles, security locks and buttons and intercom systems, handrails / handles and call buttons of escalators and switch boxes with 1 in 49 diluted household bleach. Leave for 15-30 minutes, then rinse with water and wipe dry. Use 70% alcohol for metallic or electrical / electronic items instead of diluted bleach.
- Damp mop with 1 in 49 diluted household bleach. Leave it for 15-30 minutes, rinse with water and mop dry.
- Pour half a litre of water into drain outlets and spray the outlets with insecticide if pest disinfestation is necessary.
- Disinfect the communal toilets.

(3) Communal Toilet

- WC pan
- Wash-hand basin
- Floor

(a) Disinfection procedures for WC pan:

Step 1

- Flush the pan.
- Brush to clean WC pan by using lavatory brush and 1 in 49 diluted household bleach (i.e. mixing 1 part of 5.25% bleach with 49 parts of water) which will yield 1000 ppm available chlorine.
- After cleansing, soak the lavatory brush into a bucket of 1 in 49 diluted household bleach for 30 minutes, then rinse with water and keep dry.

Step 2

- Put down the toilet seat cover.
- Flush the pan.

Step 3

- Wipe the toilet seat cover with 1 in 49 diluted household bleach. Leave for 15-30 minutes, then rinse with water and wipe dry.

Step 4

- Spray the juncture between the wall surface of the toilet and the WC pan (if any) with 1 in 49 diluted household bleach.

(b) Disinfection procedures for wash-hand basin:

Step 1

- Cleanse and brush by using ordinary brush with 1 in 49 diluted household bleach (i.e. mixing 1 part of 5.25% bleach with 49 parts of water).

Step 2

- Leave for 15-30 minutes and rinse with water.

Step 3

- Spray the junctures between the wall surface of the toilet and wash-hand basin with 1 in 49 diluted household bleach.

(c) **Disinfection procedure for floor surface:**

- Damp mop with 1 in 49 diluted household bleach (i.e. mixing 1 part of 5.25% bleach with 49 parts of water) which will yield 1000 ppm available chlorine. Leave for 15-30 minutes, then rinse with water and mop dry.

DISINFECTION TOOLS

- Brush
 - an ordinary brush for bath tubs, wash-up sinks and wash-hand basins
 - a lavatory brush for WC pans
- Mop
- Sprayers
- Plastic bucket
 - 1 exclusively used for soaking lavatory brushes
 - 2 for general purpose
- Towels
- Bleach
- Tablespoon
- Alcohol cotton wool balls / alcohol wet tissue / 70% alcohol
- Other articles including insecticide, plastic bags, garbage bags, wires, strings, etc.

PERSONAL PROTECTIVE EQUIPMENT

- Gown
(Coverall – for disinfection of toilets where massive environmental contamination is anticipated or when splashing is required)
- Goggles / face shield

- Cap
- Face masks
(N95 respirator – for procedures using high pressure water jet or sprayer)
- Heavy duty rubber gloves
- Rubber boots

POINTS TO NOTE FOR USE OF BLEACH

- Wear personal protective equipment including face masks, goggles and rubber gloves when using bleach.
- Open window or exhaust fan to ensure good ventilation when using bleach. Diluted bleach should be prepared daily.
- Do not apply bleach to wool, nylon, silk, dyed fabrics and lacquered surfaces. Bleach can be corrosive to metals and damage painted surfaces.
- Avoid contact with eyes. If bleach goes into eyes, rinse with running water and consult doctor promptly.
- Do not simultaneously use other cleaning agents with bleach or in combination as this reduces its effectiveness and cause chemical reaction. Toxic gas is produced when bleach is mixed with acidic detergents such as those used for toilet cleaning. If necessary, use detergent first and rinse thoroughly with water before using bleach for disinfection.

Food and Environmental Hygiene Department